Portuguese Republic

World Conference of Ministers Responsible for Youth

Lisbon, Portugal
8-12 August 1998

United Nations

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INFORMATION FOR PARTICIPANTS

Site of the Conference

1. The First World Conference of Ministers Responsible for Youth will be held at the Lisbon International Congress Centre (LICC). The address is as follows:

World Conference of Ministers Responsible for Youth
Lisbon International Congress Centre
Praça das Indústrias (FIL)
1301 Lisbon PORTUGAL

2. The time distance between the Congress Centre and the Centre of Lisbon is approximately 15 minutes in non-peak hours; between the Congress Centre and Lisbon International Airport is around 45 minutes.

Pre-Conference consultations

3. Pre-Conference consultations to consider organizational and procedural matters will be held at the LICC on 8 August, from 9 a.m. to 1 p.m. They are open to all participating States.

4. Participating States and/or intergovernmental organizations wishing to arrange consultations prior to the opening of the Conference are requested to contact their hotels, where meeting rooms will be available. Advance booking for meetings rooms in hotels is required.

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Opening meeting of the Conference

5. The formal opening of the Conference will take place at 3 p.m. on Saturday, 8 August, in the Plenary Hall of the LICC. Delegates are requested to be in their seats by 2.30 p.m.

6. A welcoming ceremony will be held on the same day.

7. Further information about the welcoming ceremony and the opening meeting will follow.

Registration of participants and identification cards

8. A centre for registration of participants and issuance of access/identification passes will be open from 8.30 a.m. to 6 p.m. from Tuesday, 4 August, until the end of the Conference, at the LICC. The registration area is adjacent to the left of the main entrance of the Congress Centre.

9. Admission to the LICC will require, at all times, the presentation of identification cards. All participants in the Conference - government delegates, Portuguese and United Nations Secretariat staff, representatives of the United Nations programmes and specialized agencies, accredited media, and of intergovernmental and non-governmental organizations and special guests are therefore requested to register at the LICC. Following registration, each participant will be issued an identification card or ground pass. In addition to these individual ground passes, each government delegation will be issued four access cards for the Plenary Hall. At the opening session of the Conference and at other designated times, access to the Plenary Hall will be regulated by the use of such cards. Plenary Hall passes will also be issued to other participants in relation to the allotment of seats assigned to them in the Plenary Hall.

10. The process of registration will be greatly facilitated if Conference credentials containing a list of the names of participants are transmitted by each delegation prior to actual registration in person. It is suggested that delegations submit this information to the Secretariat of the Conference (address indicated in paragraph 42 below) well before the opening of the Conference. Thereafter, such information should be conveyed directly to the Protocol and Liaison Service at the Conference site.

11. Delegations of States participating in the Conference are reminded that credentials of representatives to the Conference should be signed either by the Head of State or Government or by the Minister for Foreign Affairs. All other communications in this respect shall be considered provisional credentials until such time as formal credentials are received by the Secretary-General of the Conference.

12. The registration of representatives of accredited intergovernmental and non-governmental organizations and the press/media will also take place at the LICC.

13. The loss of an identification card must be reported immediately to the Conference's security personnel.

Programme of meetings

14. The programme of meetings will be printed in the Conference Journal, which will be issued on a daily basis and will specify the conference rooms and times of meetings.

15. Morning meetings are scheduled to take place from 9.30 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. When evening sessions are required, they will take place according to a pre-set schedule, which will be announced in advance.

Organization of the work

16. During the period from 9 to 11 August, a general exchange of views will be held in the conference plenary at which Ministers, personal representatives of Ministers or other appropriate high-level representatives specifically designated by Governments may make statements. Executive heads of specialized agencies and other bodies of the United Nations system, as well as representatives of accredited non-governmental and intergovernmental organizations, may also present statements during the exchange of views in accordance with the rules of procedure of the Conference.

17. It is hoped that statements delivered during the general exchange of views on each day will place special emphasis on specific themes as outlined in the organization of work, it being understood that, notwithstanding such themes, speakers may address in their statements any of the topics of the Conference's agenda.

18. A Main Committee will be established with a view to finalizing the recommendations for the further implementation of the World Programme of Action for Youth to the Year 2000 and Beyond that come out of thematic working groups and the Lisbon Declaration on Youth Policies and Programmes, taking into account the discussions held during the Conference.

19. Working groups, opened to the participation of all accredited participants will be established in accordance with the themes for discussion and will meet simultaneously with the plenary sessions:

(a) National youth policies of an intersectoral nature;

(b) Relevance of the three themes of the United Nations International Youth Year: Participation, Development and Peace;

(c) Social development and major priority issues for action: education, employment, health, drug abuse and other.

Seating arrangements

20. At the opening of the Conference and at subsequent meetings of the Plenary Hall, each government delegation will be assigned four seats, two at table and two seats behind.

21. Where the meetings of the Main Committee will be held, each delegation will have one seat at table.

22. Specifically identified seating facilities will be available for other participants at the Conference.

Languages of the Conference

23. English, French, Portuguese and Spanish shall be the languages of the Conference. Other languages may be used, should the parties concerned provide the necessary resources for this purpose.

24. Official documents of the Conference will be made available in the languages of the Conference.

Interpretation services

25. Statements made in any of the four languages of the Conference will be interpreted into the other languages. Any representative may, in accordance with rule 51.2 of the provisional rules of procedure, make a statement in a language other than a language of the Conference. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the languages of the Conference. This interpretation or written text will be considered by the Secretariat of the Conference to represent the official text of statement and will be used by the Conference's interpreters as the basis for interpretation into the other languages of the Conference.

Other meetings

26. Meetings other than those of the Conference, such as meetings of regional or interested groups, will be accommodated according to the availability of meeting rooms and services. Requests for meeting services should be directed to the office of the Coordinator of Conference Services.

Circulation of prepared documents

27. A minimum of 30 copies and, if possible, a copy on diskette (word format) of the text of speeches to be delivered in plenary meetings and other meetings should be given in advance to the conference officer in order to enable the Secretariat to provide the best possible service. Delegations wishing to circulate their speeches to all participants are required to provide 350 copies to the conference officer, who will be located in the conference room. All

texts should be delivered before the speaker takes the floor, preferably at the start of the meeting. Conference participants are reminded that the Conference Secretariat will not be in a position to offer reproduction services for such texts.

28. If written texts are provided in more than one language of the Conference, delegations should indicate clearly which of those texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

29. If participants wish their speeches to be included in the Internet system, they are required to provide a diskette containing the text of the speech.

30. If participants wish their speeches to be provided to the media at the Conference site, they should provide 100 copies to the Press/Media Distribution Counter.

Distribution of official documents

31. The main documents distribution counter will be located on the ground floor near the main entrance of the LICC.

32. Each delegation will be assigned an individual box at the documents distribution counter in which copies of all official documents issued during the Conference will be placed. Delegations are reminded that those documents boxes, or pigeonholes are exclusively for the distribution of official Conference documentation and may not be used for the circulation of any other papers or documents.

33. To determine the exact requirements, each delegation is required to inform the documents distribution centre of its requirements in terms of the number of copies of each document it wishes to receive during the Conference and the language desired.

34. Accredited non-governmental organizations and representatives of the press/media will be able to obtain official Conference documents at designated documents distribution desks.

Receipt and circulation of other documents

35. Other documents that Governments and organizations may wish to make available to Conference participants are to be provided by those Governments and organizations in appropriate languages and quantities. The Secretariat of the Conference will undertake neither the reproduction nor translation of such documents. However, there will be such services provided, on a commercial basis in the LICC.

36. It would be greatly appreciated if two copies of each such document could be forward to the Coordinator of Secretariat Services.

37. The Conference Secretariat cannot undertake official distribution of such documents. However, they will be made available either on tables set aside for that purpose or through the message centre.

Media facilities

38. On-site facilities for media coverage will be available at the LICC. Detailed information concerning press facilities and media accreditation will be issued separately.

Press conferences

39. Daily press briefings by the Spokesperson for the Conference will be in a press briefing room, which can also be used for press conferences by delegations and United Nations organizations. Requests for press conferences should be directed to the office of the Spokesperson for the Conference.

Non-governmental organizations

40. An orientation session for representatives of accredited non-governmental organizations will be held on Friday, 7 August, from 1 p.m. to 3 p.m. at the LICC. Identification cards will be required.

Other useful information for participants

Travel arrangements

41. Each delegation will support its own travel expenses. However, the Government of Portugal will support the participation of the head of delegations of the least developed countries in accordance with the United Nations list.

42. Due to the fact that Lisbon will host a significant number of events during the summer, participants should make their travel arrangements as soon as possible. All travel information should be given to the Portuguese Organising Secretariat. The address is as follows:

Secretariado para as Conferências de Juventude
e Festival Mundial da Juventude 98 Portugal
Rua Actor Taborda, 27-2° 1000 Lisboa
Tel.: 351 1 319.15.71

Fax: 351 1 354 20 08

Reception on arrival at the Lisbon Airport

43. Participants will be welcomed in the restricted area of the Airport and directed to special information desks where they will be informed about

arrangements for immigration, customs, baggage, handling and transportation to hotels. Currency exchange will be available.

Visas

44. Portuguese Embassies and Consulates will receive special instructions on issuing visas for participants in the Conference.

Transportation

45. During the Conference, shuttle buses will operate between the hotels and the Conference site as well as to and from the airport. A commercial car service can also be made available to meet delegations at the airport. Delegations requiring a vehicle should request it from the Portuguese Organising Secretariat through completion of a vehicle-use form.

Accommodation

46. The Portuguese Organising Secretariat has booked a number of rooms in different hotels. For the reasons listed in paragraph 42, reservations should be made through the Portuguese Organising Secretariat as soon as possible.

Conference newspapers and related reporting

47. During the Conference, in addition to the daily Journal, it is expected that a number of independent newspapers will cover the Conference. Press releases in Portuguese, English and French will be issued daily.

Currency, checks and credit cards

48. The Portuguese currency is the escudo (PTE). Foreign currencies and foreign currency traveller's checks may be exchanged at banks and most hotels. Banking facilities at the LICC will be open during normal Conference hours. Foreign currencies will be exchanged at the exchange rate at the time of transaction. Credit cards, such as Visa, Master Card, American Express, Diners Club are widely accepted in Portugal.

Electricity

49. The standard electricity in Portugal is 220 volts. It is advisable to bring conversion plugs or adapters, if needed.

Climate

50. The average temperature in Lisbon in August is between 28 and 35 degrees Celsius.

Services available at the LICC

51. Restaurants and cafeterias at the LICC will be open during conference hours. In addition, a post office, banking facilities, a travel agency with

hotel and tourist information and a medical centre will be located within the LICC.

52. Meeting rooms will be available at the LICC for consultations between delegates. Reservations may be made by contacting the Meeting Services office at the LICC after 3 August.

53. A computer centre, telephone and facsimile as well as copying services and a secretariat service centre will be established in the LICC for use of Conference participants on a commercial basis.